

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

VACANCY ANNOUNCEMENT

01/06/04

Does not confer to Civil Service Status

POSITION: **Administrative Assistant**

ANNOUNCEMENT# **SP 25-04**

NF-0326-02

Salary: \$9.00-\$10.00 per hour

LOCATION: Mid-Atlantic Regional Recycling Program
Norfolk, VA 23511

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: OPEN

(1) Position, Full-time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Ensures production of letters, notices, memoranda and policy statements in an accurate and timely manner. Maintains forms used to support department/division needs, such as standardized forms and documentation requests, and makes recommendations on improvements, additions or deletions. Prepares draft letters, policy statements, and memoranda using the approved Navy Correspondence procedures and forwards for processing. Prepares copies of finished documents and distributes as required. Oversees administrative processes by prioritizing and facilitating the flow of work into and from other offices which may include, but is not limited to verification of IMPAC credit card statements; product research and preparation of APF and NAF purchase requests, scheduling of training, etc. Reacts to emergent needs and makes adjustments to assignments to meet operational needs. Maintains document filing systems, ensures filing is timely and accurate, and initiates changes in processes to enhance data and document storage and retrieval. Inputs data into databases and maintains databases to provide information for reports and studies. Performs any other related duties as assigned.

QUALIFICATIONS: Must have thorough knowledge of office procedures to include document creation and maintenance. Must have knowledge of basic data entry, personal computers, word processing and spreadsheets, Microsoft Office and Excel is strongly preferred. Must be a qualified typist, be able to key data accurately with few mistakes, and add, subtract, multiply and divide accurately using a 10-key calculator. Must have excellent communication ability, both written and verbal. Must have demonstrated knowledge of English grammar, spelling and punctuation. Familiarity with Navy practices, procedures and terminology, previous government experience is preferred. Must be able to meet the requirements of Navy correspondence using the prescribed guidance. Must be familiar with document filing and retrieval systems, and have the ability to accurately maintain filing systems.

Special Requirements: must possess and maintain a valid driver's license, as travel to other sites is required in the performance of normal duties.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road, Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-**VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)